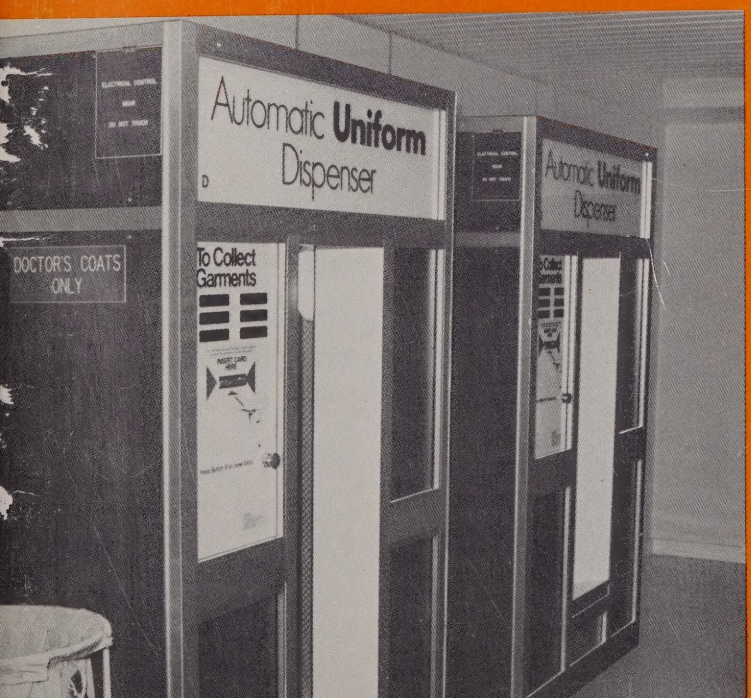
DESIGN BRIEFING SYSTEM

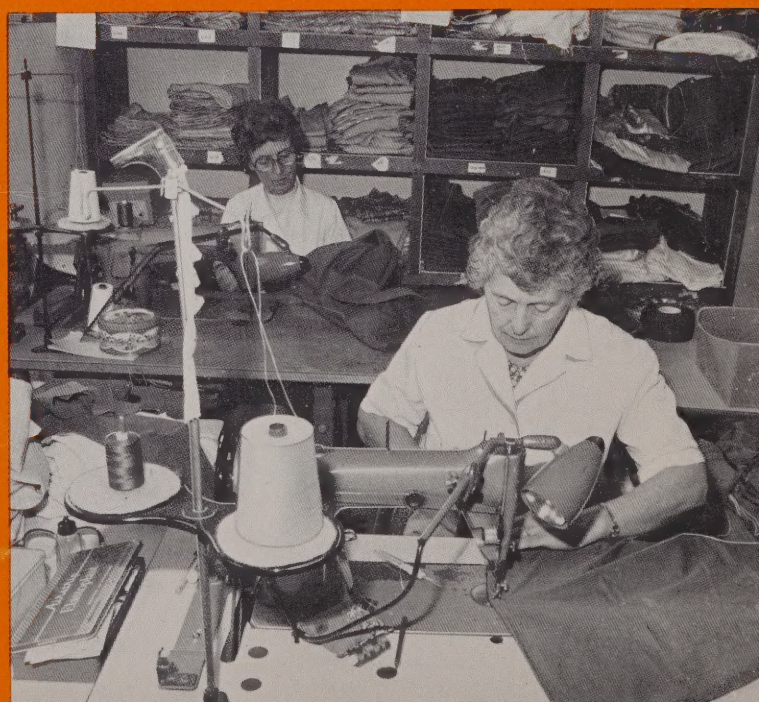
DBS 41

MC0319

Accommodation for Staff Changing and Storage of Uniforms

DEPARTMENT OF HEALTH AND SOCIAL SECURITY
and the WELSH OFFICE





The Design Briefing System (DBS) has been developed by the DHSS in conjunction with the revision of Health Building Notes (HBNs) and has already undergone extensive field trials. It has now reached a definitive form in which the first two to be produced are this document and 'Hospital Accommodation for Children'.

Both DBS documents are sold and packaged together with the corresponding HBN, and it is intended that all future new or revised HBNs will be issued with a companion DBS document.

Additional copies of DBS are available as separate priced documents from HMSO (see opposite).

Design Briefing System

ACCOMMODATION FOR STAFF CHANGING AND STORAGE OF UNIFORMS

Parts 1 and 2

This design Briefing System (DBS) document should be used in conjunction with Health Building Note No.23, Hospital Accommodation for Children. It is essentially a working document for recording decisions at project team meetings when formulating user requirements for a design brief. All members of the project team will require their own copy.

Further copies of this DBS document are available from HMSO bookshops and agents (see Yellow Pages) or through any good bookshop.In case of difficulty write to:-

HMSO Books (P9D)
St Crispins, Duke Street,
NORWICH NR3 1PD

Health Building Note, before the first planning meeting. This gives an overall view of the planning decisions which have to be made and helps to place the sequence of the decisions discussed at meeting in the right context.

The document can be used also, especially by the secretary or chairman of the team, to prepare the agenda of meetings and to arrange in advance for the attendance (or at least the views to be obtained) of representatives of specialist users (e.g. dentists, pharmacists, domestic services manager) when a particular service is being discussed

11. Between meetings
Individual project team members can be assigned tasks relating to specific parts of the document to consider between meetings. This feature can be used to obtain relevant information, to stimulate and focus attention on necessary fact-finding studies. It also highlights groups of decisions for members to work on, individually or in consultation with colleagues or other specialists

12. Member's record of meetings
Each member of the project team should record in their own copy of the DBS document the decisions agreed at meeting so that;

a) a clear, immediate record of agreed decisions is taken away from each project meeting, rather than having to wait for meeting minutes (which have not been confirmed and may not always reflect accurately the decisions made);

b) one continuous record of up-to-date decisions is held by each team member rather than having records of decisions taken (and often revised) at various times embedded in a series of minutes (which may, in turn, be inaccurate).

13. This feature is especially important (at or outside the project meetings) when considering decisions which may have been ammended by decisions made previously, and when checking that any interim or draft design briefs accurately reflect the latest agreed decisions. If members are absent from a particular meeting then arrangements must be made for them to update their own DBS document.

14. Meeting minutes
Minutes need only concentrate on the background leading up to the decisions made (and recorded in the DBS document) at project team meetings. If it is decided that parts of the minutes should be included in the client brief as supporting information, a note should be made alongside the relevant parts of the minutes which are to be added to the brief.

15. Cross-referencing
This is explained in detail in paragraph 26. It enables decisions to be cross-checked and is an important feature especially in helping to review the implications of revising decisions made at previous meetings.

16. Design brief content
The primary aim of the brief prepared from this document is to record the client/user requirements for a health building. The brief should be as unequivical as possible to enable the design team to interpret their requirements into a design.

17. In addition, the brief will contain background information for designers and provide the basis for the commissioning and evaluation of the building. The organisational decisions included in DBS documents form an important aspect of this. The project team may decide also to include some extra background information from meeting minutes and this should be carefully noted in the Master DBS document.

18. Any brief (whether interim or complete) should be prepared directly from the Master DBS document (with supporting parts of minutes included as notes). This helps to ensure that the draft is as up-to-date and as complete as possible. It is also easier for all members of the team to check its accuracy. The draft can then be agreed and edited before issue outside the project team.

AN EXAMPLE OF PART OF A BRIEF TYPED FROM ONE PAGE OF A DBS DOCUMENT IS REPRODUCED AS AN APPENDIX.

19. Preparation of Part 2
Part 1 should be complete before selecting the detailed accommodation required (activity spaces) in Part 2. The secretary or chairman of the team can use Part 2 to ensure that a thorough check is carried out of the detailed implications of planning decisions recorded in Part 1. The choice of activity spaces and data sheets in draft form can then be made by a small sub group of the planning team for subsequent ratification by the full team.

20. Use after the brief is prepared
The Master copy of this completed document should be retained (and kept up-to-date with any changes) as part of the project documentation after the design brief has been agreed, so that:

a) any subsequent changes in the brief or design which may be necessary during the project design stage can be fully checked out for their implications using the cross-referencing features of the DBS document;

b) it forms the basis for preparing operational manuals, initialising training programmes, etc during commissioning.

c) a true evaluation can be made between the completed building and the intentions recorded in the design brief;

d) when considering any future building changes, upgrading or project phases, this DBS document (together with any other DBS ducuments for the project) is readily available to help ensure that new planning decisions are compatible with existing accommodation that has already been planned (but not yet built).

COMPLETION OF THE DOCUMENT

It is intended that the DBS document should be used as notebook in which each project team member can record the options selected at project team meetings, in addition to any other relevant background notes or information.

21. Content
The planning decisions in this document are structured as follows:

a) General Philosophy and Considerations, which is a summary of general philosophy of the service provided and general points that require consideration;

b) Scope of Service and Workload , which sets out the scope of service provided and its workload;

c) Locational Relationships with other areas of the hospital;

d) Organisation of Service , which sets out detailed operational policy decisions under several subheadings. Planning decisions in this section have a direct implication on one or more of the following:

(i) Design,i.e. affect the type and quantity of the detailed facilities to be provided;

(ii) Operational policy, i.e.state operational procedures or staffing decisions which can be used as a reference point for commission-

e) General Design Requirements , which state any over riding requirements which are not specified elsewhere in the design brief.

22. Presentation of information
Except for the introductory section - General Philosophy - all sections of the DBS document contain a set of options/planning decisions (shown on the right hand pages) together with extracts of any relevant planning guidance material (shown on the left hand pages), opposite the appropriate options/decisions.

23. Guidance
The primary objective of the extracts of guidance material on the left hand page is to remind the project team of the appropriate section of the Health Building Note which must be taken into account before specific options on the opposite page are selected.

24. Paragraphs of guidance dealing with cost effectiveness are highlighted in bold type, to alert the project team to the capital and running cost implications of certain decisions

25. Planning decisions
For most planning decisions a set of possible options is shown. Some of these may be predetermined, e.g. because there is no alternative; compatibility with whole hospital policies. The project team select the appropriate option by ticking within the square brackets alongside. Where appropriate their choice can be quantified, or they can enter other decisions, options of further information to be included in the brief.

26. A simple referencing system is incorporated which allows cross-checking for compatibility of decisions made. The reference relates to the page No (top left-hand corner) and the 'REF'column letter. For example, on page 7 of the DBS document 'Accommodation for Staff Changing and Storage of Uniforms, under reference 'A' - 'an entrance and reception area will be required with (a) secure storage for wet garments and umbrellas. The unique reference for this option if selected is 7A(a), to which can be added the generic code for that DBS document 'CHG', making in all CHG7A(a).

27. The references in the 'EARLIER DECISION' columns (which are already printed in the document) may be used in a number of ways:

-to check when making a decision that previous decsions are compatible;

-to check all the relevant consequences of doing so when proposing to change a decision.

July 1984

1. GENERAL PHILOSOPHY

General philosophy

Hospitals should make reasonable provision for changing facilities for all their staff. The availability of clean uniforms and protective clothing for all appropriate staff will encourage professional morale and promote patient confidence. Certain hospital departments will have facilities within their department because of the nature of the work or to suit local circumstances. (HBN, para. 1.2)

Storage systems for clothes at present vary from simple hanging baskets and shelves for uniforms to fully automatic systems.

AUTHORITIES ARE URGED, WHEN CONSIDERING REQUIREMENTS IN RELATION TO NEW OR UPGRADING SITUATIONS,TO FOLLOW THE RECOMMENDATIONS IN HEALTH BUILDING NOTE NO.41, WHICH WILL,IN THEIR CIRCUMSTANCES, PROVIDE THE BEST SERVICE COUPLED WITH THE MOST ECONOMICAL BALANCE OF CAPITAL AND RUNNING COSTS.THE CAPITAL AND RUNNING COSTS OF ALL PROPOSALS SHOULD BE FULLY INVESTIGATED. (HBN, para. 1.3)

References

Health Building Note 41 - Accommodation for Staff Changing and Storage of Uniforms. DHSS 1984.

Earlier decision | Ref

1. SCOPE OF SERVICE & WORKLOAD

A Changing facilities for staff will be:
(a) centralised [ ]
(b) partially centralised, with some local provision at department level [ ]
(c) de-centralised, with all provision locally at department level [ ]
(d)

CENTRAL FACILITIES

B Facilities for staff to be provided centrally will be:
(a) changing accommodation [ ]
(b) uniform storage and issue [ ]
(c) the collection, storage and disposal of soiled uniforms [ ]
(d) the storage of personal items [ ]
(e) measurement, alteration and repair of uniforms [ ]
(f)

LOCAL FACILITIES

C Full changing facilities will be provided locally for staff in the following departments:
(a) administration [ ]
(b) catering [ ]
(c) central sterile supply [ ]
(d) medical staff (offices) [ ]
(e) mortuary [ ]
(f) nursing section (SPECIFY): _____
_____
_____
_____
(g) operating [ ]
(h) pathology [ ]
(i) pharmacy (sterile products unit) [ ]
(j) radiology (special procedures) [ ]
(k) rehabilitation [ ]
(l) sterilising and disinfecting unit [ ]
(m) works/boiler house [ ]
(n)

D Storage for personal items provided locally at department level will be:
(a) small personal lockers [ ]
(b)

2. SCOPE OF SERVICE & WORKLOAD (contd.)

STAFF WHO REQUIRE CENTRAL CHANGING ACCOMMODATION

Central facilities for changing and for storage and issue of uniforms should be provided for staff who have to wear uniforms (including protective clothing) whilst at work and for other staff who do not have convenient facilities at their place of work to hang outdoor clothes. Within the central changing area there should be separate accommodation for female and male staff but not usually for different grades of categories of staff. There may however be instances where because of local factors the provision of further separate accommodation for staff is considered appropriate. (HBN, para. 1.22)

The categories of staff who, in accordance with local requirements, could use central changing accommodation are:
a) female and male nursing staff
b) male and female medical staff
c) other professional and technical staff for whom local facilities are not provided
d) female and male ancillary and domestic staff. (HBN, para. 1.24)

MEDICAL STAFF

No attempt has been made to provide any particular solution as to how authorities should meet the needs of male and female medical staff for the storage and issue of white coats and for the secure storage of personal clothing. Solutions will need to relate to local circumstances. As examples, personal clothing can be stored in offices, in the doctors' offices associated with nursing sections, in association with the medical common room or where convenient in a post-graduate education centre or in the appropriate part of accommodation being used for education on a multi-disciplinary basis. It should be remembered that both male and female doctors will require secure storage for personal items whether by full-length or small security lockers; full-length lockers should be large enough to take top-coats and briefcases. A trolley service might be possible for the issue of white coats on a personal basis to different parts of the hospital, e.g. out-patients department or nursing sections. (HBN, para. 1.16)

It would probably be impracticable for consultants and other medical staff to use central accommodation because of the need to answer medical calls elsewhere or to go out at short notice. There should be full consultation with appropriate medical interests about the provision of facilities. In the event of some medical staff wishing to make use of central facilities, account must be taken of this at an early planning stage. (HBN, para. 1.17)

RESIDENT STAFF

The extent to which changing areas will be used by staff occupying residential accommodation would need to be decided at local level, in the light of the particular circumstances applying at individual hospitals, such as the distance of the residence from the resident's place of work. Where resident staff change in their residence the number will not normally be included in the calculation for changing spaces; they will require facilities for hanging up clothes and secure storage for handbags and other belongings at their place of work. In addition provision must be made for the issue of uniforms to them, whether from the central uniform issue point or elsewhere. (HBN, para. 1.33)

Earlier decision | Ref

2. SCOPE OF SERVICE & WORKLOAD (contd.)

CATEGORIES OF STAFF

A The categories of staff for whom central changing accommodation, including uniform storage and issue, will be provided include:
(a) female and male nursing staff [ ]
(b) female and male ancillary staff [ ]
(c) female and male domestic staff [ ]
(d) female and male professional and technical staff [ ]
(e) female and male medical staff [ ]
(f)

B The categories of staff for whom central uniform storage and issue only will be provided include:
(a) female and male nursing staff [ ]
(b) female and male ancillary staff [ ]
(c) female and male domestic staff [ ]
(d) female and male professional and technical staff [ ]
(e) female and male medical staff [ ]
(f)

C Resident staff will change into uniform (SPECIFY):
(a) in their residence (_____)
(b) in the central changing accommodation (_____)
(c) in local changing accommodation (_____)
(d)

SPECIFIC EXCLUSIONS

D Central accommodation will not be provided for:
(a) resident staff who do not require additional changing and storage space other than that already provided at their place of work [ ]
(b) medical staff [ ]
(c)

2. SCOPE OF SERVICE & WORKLOAD (contd.)

STATISTICS AND WORKLOAD

IT IS VERY IMPORTANT TO ASSESS AS ACCURATELY AS POSSIBLE THE NUMBER OF PLACES REQUIRED AND ACCOUNT MUST BE TAKEN OF ALL STAFF LIKELY TO REQUIRE THE FACILITIES. CARE MUST BE TAKEN TO ENSURE THAT THERE IS NO DUPLICATION WITH LOCAL FACILITIES. (HBN, para 1.30)

PART-TIME STAFF

Full account must be taken of the number of part-time staff. An under-estimate of their number may result in shortages of space and clothes storage in any centralised accommodation. The ratio of full-time to part-time staff must be determined at local level. It is not possible to provide national guidance as the proportion of part-time staff in a hospital is determined predominantly by local factors such as:

a) location of hospital in relation to public transport and to the availability of car parking;
b) local housing developments and the extent of hospital staff accommodation;
c) local schooling;
d) local competing employment.

The ratio of full-time to part-time staff will vary according to the category of staff, e.g. a large proportion of domestic staff may be part-time. Separate calculations of ratios should be made at local level for female and male staff. (HBN, para. 1.34)

RATIO OF FEMALE TO MALE STAFF

Analysis of staff returns for DGHs shows that for the purpose of calculating the proportion of places required by each sex in the central changing area an overall ratio of 85 female to 15 male staff may generally be expected. However, an assessment must be made locally; the ratio may vary depending upon the extent of departmental facilities provided, the type of hospital and other local factors. (HBN, para. 1.35)

BASIS OF ASSESSMENT

The basis for assessing requirements should be the total number of staff requiring to use the changing facilities, which include uniform and personal clothes storage, irrespective of whether those staff are employed on a whole- or part-time basis. The assessment is based on the place which equates to one member of the staff either whole- or part-time who requires to use all these facilities and for whom no similar provision has been made elsewhere. (HBN, para. 1.31)

Where other staff require the use of central uniform storage facilities only, because they have local changing or for some other reason, a further assessment will be required of the staff involved and the number of uniforms for which additional storage space will be required. (HBN, para. 1.32)

Earlier decision | Ref

2. SCOPE OF SERVICE & WORKLOAD (contd.)

3A — A

The estimated number of staff (for planning purposes) for whom central uniform storage and issue will be required is:

	Current establishment		Estimated Future Establishment year 19__		year 19__		year 19__	
	f/t	p/t	f/t	p/t	f/t	p/t	f/t	p/t
(a) nursing								
(b) ancillary								
(c) domestic								
(d) professional & technical								
(e) medical								
TOTAL								
B Staff ratio Full:part-time								

3B — C

The estimated number of staff (for planning purposes) for whom central changing accommodation will be required is:

	Current establishment		Estimated Future Establishment year 19__		year 19__		year 19__	
	f/t	p/t	f/t	p/t	f/t	p/t	f/t	p/t
(a) nursing								
(b) ancillary								
(c) domestic								
(d) professional & technical								
(e) medical								
TOTAL								
D Staff ratio Full:part-time								

f/t = full-time
p/t = part-time

2. SCOPE OF SERVICE & WORKLOAD (contd.)

LOCAL FACILITIES

Local changing means the provision of full facilities at individual places of employment within the hospital where clothing can be stored and where staff can change into uniform or other protective clothing and use sanitary facilities. As nurses form about half of the staff needing to use changing accommodation, a decision about whether nurses are to change centrally or at nursing section level will have a marked effect on the scale of any centralised accommodation to be provided. Staff who do not use central facilities and who do not require full local facilities will require provision at their work station for secure storage of personal belongings; small lockers should be provided if there is no other means of secure storage. There may also be a need to make some additional provision for temporary users, e.g. students. Where staff use central facilities it will also be necessary to make provision at their work station for the secure storage of personal belongings. (HBN, para. 1.18)

Earlier decision | Ref

2. SCOPE OF SERVICE & WORKLOAD (contd.)

A The estimated total number of places (for planning purposes) provided in local changing accommodation in the departments is/will be:

	current	Estimated future year 19__	year 19__	year 19__
(a) administration				
(b) catering				
(c) C.S.S.D.				
(d) mortuary				
(e) nursing section (SPECIFY): - - - -				
(f) operating				
(g) pathology				
(h) pharmacy (sterile products)				
(i) radiology (special procs)				
(j) rehabilitation				
(k) H.S.D.U.				
(l) works/boilerhouse				
(m)				
(n)				
TOTAL:				

3. SUMMARY OF PROVISION

Earlier decision | Ref

3. SUMMARY OF PROVISION

3A
4A,B

A

The estimated total number of staff (for planning purposes) for whom central uniform storage and issue exists/will be provided are:

	existing	future provision: year 19__	year 19__	year 19__
(a) female				
(b) male				
TOTAL				

3B
4C

B

The estimated total number of places (for planning purposes) provided in central changing accommodation for clothes storage and changing are/will be:

	existing	future provision: year 19__	year 19__	year 19__
(a) female				
(b) male				
TOTAL				

4. LOCATIONAL RELATIONSHIPS

LOCATION

Central changing accommodation should be situated close to the hospital entrance used by most staff. Staff should not have to go unduly out of their way in order to reach the changing area. Bad siting is likely to lead to under-use of any accommodation provided and to a consequent development of ad hoc changing arrangements resulting in poor hygiene and an increase in security risks. The location of the changing accommodation needs to be considered in relation to the general pattern of perimeter access, parking and public transport and the hospital entrances. Staff changing accommodation can present a high fire risk, particularly if for long periods it is left unsupervised. Consequently the location of central staff changing facilities below a high life risk area, e.g. nursing sections and operating suites, should be avoided wherever possible. If there is no practical alternative, then any area containing open clothes hanging should be enclosed in half-hour fire-resisting construction additional to the half-hour fire-resisting enclosure of the whole accommodation. Fenestration to the open clothes hanging area should not occur below fenestration or any other opening to a high life-risk area on the storey immediately above. (HBN, para. 1.25)

The problems involved in a phased development must be carefully considered in order to ensure that:

a) the centralised accommodation is correctly situated in relation to the whole hospital, irrespective of the phase in which it is built;
b) if the accommodation is to be built in a later phase, staff changing facilities need to be available to meet the requirements in the earlier phase, or phases, pending completion of the main accommodation.

(HBN, para. 1.27)

THERE ARE ALSO PROBLEMS IN PHASING REQUIREMENTS FOR THE CHANGING ACCOMMODATION ITSELF. IT WOULD NOT BE ECONOMICALLY VIABLE TO PROVIDE AND RUN ACCOMMODATION EXCESSIVE TO ACTUAL IMMEDIATE NEEDS BUT INTENDED TO SERVE A LATER PHASE OF THE WHOLE HOSPITAL. ANY EXPANSION SHOULD BE CAPABLE OF BEING CARRIED OUT WITH THE MINIMUM DISRUPTION TO EXISTING ACCOMMODATION.CAREFUL PLANNING OF SUBSEQUENT BUILDING WORK SHOULD AVOID THE NEED FOR WORKMEN TO PASS THROUGH THE CHANGING AREA IN USE. (HBN, para 1.28)

The provision and siting of any clocking-in point will be a matter for decision in accordance with hospital policies. The best situation may be near the hospital entrance used by most staff, to which centralised staff changing should also be closely related. However, the point should not be placed in, or form part of, any changing area. Wherever installed, the clocking-in point requires its own waiting space to avoid congestion in main corridors. (HBN, para. 1.29)

If a hospital is scattered over a large site or there are blocks of accommodation within a large development or if large numbers of staff are involved, it may be necessary to divide the changing facilities into a number of separate areas located for convenient use by staff. The use of automatic systems enables this to be carried out more easily but local factors need to be taken into account when dividing accommodation in this way. A full assessment of the implications should be made in terms of capital and running costs, particularly having regard to the possible duplication of equipment and sanitary facilities. (HBN, para. 1.23)

Earlier decision | Ref

4. LOCATIONAL RELATIONSHIPS

A The central changing accommodation with uniform storage and issue will be sited:
(a) on the ground floor [ ]
(b) within reasonable walking distance of all working areas [ ]
(c)

B Access will be required to:
(a) the main staff entrance [ ]
(b) the main hospital street [ ]
(c) staff car park [ ]
(d) public transport via main entrance [ ]
(e) supply vehicles [ ]
(f) clocking-in/out points (not to be sited within changing accommodation) [ ]
(g) staff rest rooms [ ]
(h) staff creche [ ]
(i)
(j)

C The central changing accommodation should be considered a high fire risk area. [ ]

D Central changing accommodation should not be sited:
(a) below high life-risk areas (e.g. nursing sections, operating suites) [ ]
(b)

5.1 ENTRANCE & RECEPTION

ENTRANCE

An entrance and reception area is required leading to the changing, uniform and clothes storage accommodation. It should house secure stands for wet garments, umbrellas and banks of luggage lockers for the secure storage of bulky items: both of these should be floor-standing. Secure stands are fitted with a chain which threads through the garment sleeve before being padlocked to the rail. Luggage lockers should be in groups of 4, each measuring 1970mm x 480mm x 880mm. There should also be wall-fixed secure holders for crash helmets. Space with chairs is required for waiting and where a notice board can be displayed. (HBN, para. 2.39)

The supervisor should be able to overlook the entrance space. Keys for the luggage lockers, secure stands and the helmet holders will be obtained from the supervisor. In view of the storage of wet clothes in the entrance area, good ventilation is essential and a peripheral location is desirable. (HBN, para. 2.40)

The entrance area may also need to accommodate automatic uniform dispensers for the storage and issue of uniforms for:

a) those staff who will be changing at their place of work, or
b) when the dispenser is provided for joint use by both sexes, e.g. if small overall numbers of staff are involved such that it would be more economic for both sexes to have access to the same machine.

(HBN, para. 2.41)

DOH NHS Estates DBS 41 1984

Earlier decision | Ref

5.1 ENTRANCE & RECEPTION

A An entrance and reception area will be required with:
(a) secure storage for wet garments and umbrellas [ ]
(b) luggage lockers for bulky items [ ]
(c) crash helmet holders [ ]
(d) a waiting area [ ]
(e)

B Access from the entrance space will be required to:
(a) separate male and female changing areas [ ]
(b) separate male and female changing areas - with associated sanitary facilities [ ]
(c)

C Automatic uniform dispensers will be situated in the entrance space for:
(a) staff who will be changing at their place of work [ ]
(b) male and female staff (from the same machine, due to small numbers of staff) [ ]
(c)

5.2 PERSONAL STORAGE FACILITIES

STORAGE OF PERSONAL CLOTHING

PERSONAL CLOTHING CAN BE STORED IN LOCKERS OR BY MEANS OF AUTOMATIC SYSTEMS. HANGING BASKET SYSTEMS WHICH HAVE BEEN USED IN THE PAST ARE GENERALLY LABOUR INTENSIVE AND ARE NOT NOW RECOMMENDED. (HBN, para 2.19)

LOCKER SYSTEMS - see Chart page (9A) for guidance

CAPTIVE KEY SYSTEM

A recent development in the field of locker systems involves the use of a captive key system, operating in conjunction with the automatic uniform dispenser. The hanger on which the uniform is dispensed from the machine carries a metal token. With this token, the user may release the captive key in any full-length locker. Without a token, lockers cannot be operated. When clothing has been placed in the locker, the token is inserted into the lock and the door is closed. The door may now be locked and the key withdrawn, as the token has released the key. Each key has a numbered tag which identifies the appropriate locker. When the locker is unlocked, the token drops into a coin box. The locker cannot then be re-locked until another token is inserted by the next user. At regular intervals, tokens are collected from open lockers and re-hung in the automatic dispenser. (HBN, para. 2.25) For a list of apparent advantages and detailed guidance, see HBN paras 2.26-2.30.

THIS IS A RELATIVELY NEW SYSTEM AND, AT THE TIME OF WRITING, HAS ONLY BEEN ADOPTED BY A FEW AUTHORITIES. IT HAS NOT THEREFORE BEEN POSSIBLE TO CARRY OUT A FULL EVALUATION. (HBN, para 2.26)

AUTOMATIC SYSTEMS

The automatic uniform storage system has been extended to enable personal clothing to be stored within the same machine and to be retrieved automatically. Having drawn their clean uniform(s) from the automatic uniform dispenser and changed, staff place their clothing into a plastic wardrobe bag which, with their top coat, will be placed on to the deposit rail of the dispenser. Central changing room staff will then sort these on to numbered dispensing positions (in the same way as they do for the uniform) for later retrieval by staff using a card similar to that used for uniform issue. Appendix 1 of the HBN provides a description of the system. Damp clothing can be placed in the automatic system where it will dry. However, separate facilities as for the locker system will be needed for drying very wet clothes. (HBN, para. 2.31)

Separate storage facilities will be required for small personal items in appropriate naturally-ventilated lockers for all staff using the automated system. Additional facilities similar to those indicated above will be required away from the dispenser for the secure storage of larger items such as motor cycle/scooter crash helmets which cannot be housed in the automated system or in the small lockers. (HBN, para. 2.32)

Both systems will require space to enable staff to change, changing cubicles for those requiring privacy, washing, grooming and toilet areas and limited shower provision. Dirty uniform collection points will be required. (HBN, para. 2.33)

Facilities for uniform fitting and alterations will be needed. The location of an appropriate workroom is a matter for local decision, but it could be located either with staff changing or with the laundry. (HBN, para. 2.34)

Earlier decision | Ref

5.2 PERSONAL STORAGE FACILITIES

A The system used for secure storage of personal clothing will be:
(a) manual [ ]
(b) semi-automatic (uniforms dispensed by machine) [ ]
(c) fully automatic (uniforms dispensed and personal clothing stored by machine) [ ]
(d)

B Lockers will be secured by:
(a) keys available from supervisor [ ]
(b) padlocks provided by staff [ ]
(c) padlocks provided by hospital [ ]
(d) a captive key system [ ]
(e)

SPECIFIC EXCLUSIONS

C The following methods of storage will not be required:
(a) hanging basket systems [ ]
(b) wardrobes [ ]
(c) chests of drawers [ ]
(d) loose hangers [ ]
(e) shelves [ ]
(f)

5.2 PERSONAL STORAGE FACILITIES (contd.)

LOCKER SYSTEMS

A wide variety of shapes and sizes of locker systems is available either on central contract or from other commercial sources. It is essential that the type of locker provided is determined not only by staff changing policy decisions but by references to anticipated developments in the laundry supply and distribution systems. Each user should be provided with a locker irrespective of whether they are full- or part-time. Each locker may be required to accommodate personal clothing (including overcoats, etc.), spare uniforms (depending on policy), and other personal items. The height should be adequate to ensure that long coats do not drag on the floor. (HBN, para. 2.20)

All lockers should have means of natural ventilation in the form of slots or grilles. When clean uniforms are kept in the locker, contact with outdoor clothing also stored in the locker can be avoided by placing folded uniforms on the top shelf. An alternative would be the provision of full-length plastic bags to cover uniforms which could then hang with other clothing. (HBN, para. 2.21)

Lockers may be secured with keys or by the use of a padlock. The use of keys lays upon the hospital a duty to maintain a stock of spare keys and can pose security problems; it is therefore not recommended. The use of padlocks and keys provided by staff is the preferred method of security for both full-length and small personal lockers. (HBN, para. 2.22)

A carefully spread allocation of lockers will reduce over-crowding in the locker section during peak periods. (HBN, para. 2.23)

STAFF CHANGING ACCOMMODATION (Earlier Decisions, pages 5 and 6)

SUMMARY OF LOCKERS REQUIRED:

Location	FULL-LENGTH Single	Twin	PERSONAL LOCKERS Small	Larger	CRASH HELMETS number
CENTRAL CHANGE, MALE					
CENTRAL CHANGE, FEMALE					
LOCAL CHANGE					
Administration					
Catering					
Medical staff					
(Office)					
Mortuary					
Nursing section: (SPECIFY) -					
-					
-					
-					
-					
Operating dept					
Pathology					
Radiology					
Rehabilitation					
Works dept					
TOTAL:					

5.3 UNIFORM STORAGE & ISSUE

UNIFORM STORAGE & ISSUE

It is necessary initially to hold uniforms arriving in bulk from the laundry and then to accommodate them for issue to individual users. The two methods of storage considered in this guidance are:

a) a manual system using a room to store the uniforms as they arrive in bulk from the laundry. Spare uniforms may either be kept in the store for issue on a one-to-one basis or stored in users' individual lockers;
b) an automatic system whereby uniforms are stored in an automatic dispenser. (HBN, para. 2.15)

MANUAL SYSTEMS

In the manual system a store is provided where uniforms are held for issue to all hospital staff. Uniforms will normally be delivered directly to the store on hangers on mobile clothing racks and space will be required to house these racks. If uniforms are delivered folded in packs, facilities will be required to store the folded uniforms on shelves or racks. Uniforms are issued over a counter to users as required. (HBN, para. 2.16)

AUTOMATIC SYSTEMS

When automatic uniform dispensers are used, these also serve as the store for uniforms. (The system is described fully in Appendix 1 of the HBN.) Automatic systems have the storage capacity for between 160 and 580 staff places with storage capacity related to the number of places and the number of spare uniforms held. This method of storage is normally linked with laundry deliveries on mobile clothing racks and a space will be required in which to hold empty clothing racks pending return to the laundry or clothing racks with uniforms, etc. awaiting loading into the dispensers. (HBN, para. 2.17)

With each system accessories such as caps can be made available on a suitably supervised self-service basis. (HBN, para. 2.18)

Earlier decision	Ref	5.3 UNIFORM STORAGE & ISSUE
	A	A storeroom will be required to hold bulk deliveries of uniforms/protective clothing and general storage. This storeroom will provide: (a) access for bulk delivery/collection of uniforms/ protective clothing [ ] (b) access to users near the entrance to changing accommodation [ ] (c) shelves [ ] (d) racks [ ] (e) hanging rails [ ] (f) parking for hanging trolleys [ ] (g) storage for caps and other uniform accessories [ ] (h) materials for clothing repair and alteration [ ] (i) storage for disposable items [ ] (j) cleaning materials [ ] (k) space for central changing room staff [ ] (l) counter or issue point for uniforms/protective clothing [ ] (m)
		MANUAL SYSTEM
9A	B	Uniforms/protective clothing will be delivered directly to the storeroom: (a) on hangers in mobile trolleys [ ] (b) in folded packs [ ] (c) in containers [ ] (d)
	C	Uniforms/protective clothing will be issued to staff from the storeroom by central changing room staff: (a) in small quantities for storage in individual lockers [ ] (b) on a one-for-one basis [ ] (c)
		AUTOMATIC SYSTEM
8C 9A	D	Uniforms/protective clothing will be delivered directly to the storeroom for sorting and temporary storage: (a) in folded packs [ ] (b) on hangers in mobile trolleys [ ] (c) in containers [ ] (d)
	E	Uniforms/protective clothing will be issued into the automatic dispensers by central changing room staff: (a) on a daily top-up basis [ ] (b)
	F	Caps will be made available: (a) on a supervised self-service basis [ ] (b)

5.4 UNIFORM CLEANING/LAUNDRY

Storage facilities need to be considered and planned, having regard to the policy for linen handling particularly the frequency of laundry deliveries. Storage problems can be created in changing accommodation because of a change in laundry turn-round times and methods of packaging. (HBN, para. 1.11)

Where laundry services are off-site, it is usual practice for all linen, including staff uniforms, to be received at a central point prior to initial sorting and distribution within the hospital. Where laundry services are on-site it is increasingly common for this initial sorting to be undertaken in the laundry. (HBN, para. 1.12)

After sorting, staff uniforms will normally be transported to a uniform issue area either on hangers or mobile racks or folded and placed in containers. The practice of sorting uniforms into personal bags or boxes is declining. (HBN, para. 1.13)

It is a matter for local decision, having regard to the efficiency of the local laundry service and user acceptability, whether uniforms should be issued on a personal or some other basis. Where there is a personal issue, the number of uniforms supplied will depend upon the turn-round capacity of the laundry service, the nature of the person's job and whether it is full- or part-time. (HBN, para. 1.14)

Consideration will need to be given locally to which uniforms are suitable for issue in automatic dispensers (e.g. nurses' uniforms, white coats) and those which may not be suitable (e.g. protective clothing worn by engineering or laboratory staff). (HBN, para. 1.15)

IT SHOULD BE REMEMBERED THAT WHATEVER SYSTEM, MANUAL OR AUTOMATIC IS USED, SPACE SHOULD BE AVAILABLE TO ACCOMMODATE A SUFFICIENT SUPPLY OF UNIFORMS TO COVER WEEKENDS AND/OR HOLIDAY PERIODS.

Earlier decision	Ref	5.4 UNIFORM CLEANING/LAUNDRY
	A	The district central supply store is: (a) on site [ ] (b) off site [ ] (c)
	B	The hospital laundry is: (a) on site [ ] (b) off site [ ] (c)
	C	The linen turn-round time is _____ days
10B,D	D	Uniforms/protective clothing will be sorted: (a) in the laundry [ ] (b) in the central changing room [ ] (c)
10B,D	E	After sorting uniforms/protective clothing will be transported to the uniform issue area: (a) in folded packs [ ] (b) on hangers in mobile trolleys [ ] (c) in containers [ ] (d)

5.5 MEASUREMENT, ALTERATIONS & REPAIRS

Facilities for uniform fitting and alterations will be needed. The location of an appropriate workroom will be a matter for local decision, but it could be located either with staff changing or with the laundry. (HBN, para. 2.34)

Earlier decision	Ref	5.5 MEASUREMENT, ALTERATIONS & REPAIRS
10A	A	A room for measuring, fitting and sewing will be located with: (a) staff changing [ ] (b) the laundry [ ] (c)
10A	B	If located with staff changing, this room will require space for: (a) uniform measurement/fitting [ ] (b) uniform alteration/repairs [ ] (c) storage of uniforms awaiting repair [ ] (d) storage of uniforms awaiting collection [ ] (e)

5.6 CHANGING ACCOMMODATION & SANITARY FACILITIES

CHANGING ACCOMMODATION

Both manual and automatic systems will require space to enable staff to change, changing cubicles for those requiring privacy, washing, grooming and toilet areas and limited shower provision. (HBN, para. 2.33)

SANITARY FACILITIES

The sanitary facilities for women should be adjacent to and directly accessible from the female changing area and should contain WCs, wash-hand basins, changing cubicles and showers. (HBN, para. 2.57)

The sanitary provision for men should open off the male changing area and should contain WCs, wash-hand basins, changing cubicles and showers. (HBN,para. 2.58)

Electric shaver socket outlets should be provided in the male area on the basis of one socket for smaller units and two for larger units. (HBN, para. 2.62)

CONSIDERATION MUST BE GIVEN TO THE ECONOMIC PROVISION OF SANITARY FACILITIES, REMEMBERING THAT THESE FACILITIES WILL NORMALLY ONLY BE USED FOR RELATIVELY SHORT PEAK PERIODS AT ANY ONE TIME.

WHEELCHAIR WCs

It is important to ensure ease of access to wheelchair WCs. Authorities may wish to consider siting the wheelchair WCs in a position opening off the main circulation area rather than in the male/female toilet areas. This would ensure easy accessibility and could improve utilisation - but such an option would have to be weighed against the possibility that this could reduce the provision in the main toilet areas to an unacceptable level. (HBN, para. 2.59)

Earlier decision	Ref	5.6 CHANGING ACCOMMODATION & SANITARY FACILITIES
8B	A	Separate changing areas for females and males should be provided: (a) adjacent to the entrance [ ] (b)
	B	Some cubicles will be provided for staff requiring privacy to change: (a) in female changing areas [ ] (b) in male changing areas [ ] (c)
	C	Sanitary facilities for women should be provided: (a) adjacent to the female changing areas [ ] (b)
	D	Sanitary facilities for men should be provided: (a) opening off the male changing areas [ ] (b)
	E	Wheelchair WCs will be provided: (a) opening off the main circulation area [ ] (b) in male/female areas [ ] (c)
	F	Shower cubicles will be required: (a) for men [ ] (b) for women [ ] (c)

5.7 DISPOSAL & CLEANING

DIRTY UNIFORM COLLECTION POINTS

Space is required where dirty uniforms' skips can be parked. Preferably they should be sited adjacent to the uniform storage/provision or at the exit from the changing areas. (HBN, para. 2.64)

CLEANERS' ROOM

A cleaners' room should be provided similar to the Cleaners' Space, General described in the Common Activity Spaces building note. (HBN, para. 2.65)

Earlier decision	Ref	5.7 DISPOSAL & CLEANING
8C	A	Disposal points for dirty uniforms/protective clothing will be: (a) adjacent to uniform issue point [ ] (b) at exit from female changing area [ ] (c) at exit from male changing area [ ] (d)
	B	The system of disposal for dirty uniforms/protective clothing will be: (a) wheeled reinforced cardboard containers [ ] (b) in linen bags, colour coded _____ (c)
	C	Dirty uniforms/protective clothing will be collected: (a) daily [ ] (b) twice daily [ ] (c)
	D	Waste for destruction will be deposited in: (a) large sack holders [ ] (b) small sack holders [ ] (c) pedal bins [ ] (d)
	E	Waste for destruction will be collected: (a) daily [ ] (b) twice daily [ ] (c)
	F	A cleaners' room will be required and located: (a) shared between the female and male changing areas [ ] (b)
	G	An annex room will be required for: (a) cleaning of equipment [ ] (b) emptying and disposal of cleaning equipment [ ] (c)

5.8 ADMINISTRATION & STAFF EDUCATION

Earlier decision | Ref

5.8 ADMINISTRATION & STAFF EDUCATION

A The day-to-day general management of the central changing accommodation will be carried out by:
(a) an administrator [ ]
(b) changing room supervisor [ ]
(c)

B Accommodation within the central changing accommodation will be required for a changing room supervisor:

(a) _____

SPECIFIC EXCLUSIONS

C (a) seminar room [ ]
(b) staff training room [ ]
(c)

5.9 STAFFING

Earlier decision | Ref

5.9 STAFFING

A The estimated number, for planning purposes, of staff working in the central changing accommodation will be:

	full-time	part-time	WTE
(a) changing room supervisor(s)			
(b) domestic(s)			
(c) housekeeper(s)			
(d) cleaner(s)			
(e) seamstress(es)			
(f) porter(s)			
(g)			
(h)			
(i)			
TOTAL			

5.10 LOCAL CHANGING ACCOMMODATION

FULL CHANGING FACILITIES

When full changing facilities are required for nurses and other staff on nursing sections, provision should be made for the secure storage of outdoor clothing and personal items and for the temporary storage of damp clothes. It is assumed that, when appropriate, uniforms, etc. will be collected from a central point, i.e. a manned uniform store or any automatic dispenser. (HBN, para. 2.69)

IT MAY BE APPROPRIATE FOR TWO OR MORE NURSING SECTIONS TO SHARE LOCAL CHANGING ACCOMMODATION IN ORDER TO ACHIEVE SOME ECONOMY OF SPACE. (HBN, para 2.69)

The accommodation for female staff should comprise:

a) full-length lockers for the storage of clothing, uniforms and personal items;
b) space for changing and a curtained cubicle for those requiring privacy;
c) provision for the temporary (secure) hanging of wet coats or cloaks.

The extent to which similar separate accommodation for men will be necessary will depend upon the number of male staff employed and the requirement to meet this need should be decided locally. A W.C. with wash-hand basin should be closely related to the changing space for general use by all staff. A further W.C. and wash-hand basin may be required when the accommodation is shared between more than one nursing section. (HBN, para. 2.70)

The provision for staff who are not employed on nursing sections and who require full facilities at their place of work should be similar to that described above. Some hospital departments such as operating and pathology need to have their own staff changing facilities because of the nature of the work or for other reasons. Detailed requirements for such departments will be found in the appropriate health building note. (HBN, para. 2.71)

Earlier decision	Ref	5.10 LOCAL CHANGING ACCOMMODATION

FULL CHANGING FACILITIES

5A 6C — A

Full changing facilities will be required in the following nursing areas and departments:

(a) catering	male [ ]	female [ ]
(b) mortuary	male [ ]	female [ ]
(c) nursing sections (wards)	male [ ]	female [ ]
(d) operating	male [ ]	female [ ]
(e) pathology	male [ ]	female [ ]
(f) radiology	male [ ]	female [ ]
(g) works	male [ ]	female [ ]
(h)		

9A — B

The accommodation will comprise changing room(s) with:
(a) full-length lockers for the storage of clothing, uniforms and personal items [ ]
(b) space for changing and a curtained cubicle for those requiring privacy [ ]
(c) provision for the temporary (secure) hanging of wet top-coats or cloaks [ ]
(d)

C

Sanitary facilities should be provided:
(a) closely related to the changing space for use by all staff [ ]
(b) sited convenient for sharing between two nursing sections/departments [ ]
(c)

5.10 LOCAL CHANGING ACCOMMODATION (contd.)

LIMITED CHANGING FACILITIES

Where staff employed on nursing sections use central changing facilities, a small cloakroom should be provided on the nursing section for staff to hang coats and cloaks and to keep personal items secure in small personal lockers. A W.C. with wash-hand basin should be closely related with the cloakroom area for general use by all staff. One or two spare lockers should be available for use by visiting staff who are required to work on the nursing section temporarily. (HBN, para. 2.72)

Staff other than those employed on nursing sections who use central changing accommodation, will also need some facilities at their work stations for the secure storage of personal items. This could be provided by small personal security lockers suitably located within or near their working area or base. Staff working in offices should be able to lock personal items, etc. in their desks; as such staff will not usually use central changing, coat-hanging provision will be needed within the office (information is provided in the Common Activity Spaces Building Note about coat-hanging in offices). Local requirements may indicate other or special solutions for individual staff needs, e.g. a small semi- or fully-enclosed space to house the personal security lockers. (HBN, para. 2.73)

Earlier decision	Ref	5.10 LOCAL CHANGING ACCOMMODATION (contd.)
		LIMITED CHANGING FACILITIES
2C 5A 6C	A	Limited changing facilities will be required in the following nursing areas and departments: (a) administration [ ] (b) nursing sections (wards) [ ] (c) occupational therapy [ ] (d) physiotherapy [ ] (e)
9A	B	The accommodation will comprise: (a) small cloakrooms with hanging space for top-coats and cloaks [ ] (b) small lockers for secure storage of personal items [ ] (c) lockable desk drawers for secure storage of personal items [ ] (d)
	C	Sanitary facilities should be provided: (a) closely related to the cloakroom or work areas for use by all staff [ ] (b) sited convenient for sharing between two nursing sections/departments [ ] (c)

5.11 COMMUNICATIONS & OTHER ENGINEERING SERVICES

Central telephone facilities for internal calls will normally be available and an extension from this system will serve this accommodation. External call facilities for the private use of staff will normally be available from coin-operated call boxes situated in public areas of the hospital. (HBN, para. 3.44)

FIRE SAFETY

Design guidance relative to the fire safety requirements in new health buildings is given in HTM 81. Technical information concerning the design and specification of fire detection and alarm systems is detailed in HTM 82, which also replaces or modifies certain clauses of BS 5839 Part 1 to meet the needs of health care premises. More general advice on fire protection and the fire hazards in various hospital departments is given in HTM 83. (HBN, para. 3.12)

During the design stage it is important to establish those aspects of fire safety strategy which affect the design, configuration and structure of a project. The architect and engineer should discuss and verify their proposals with the local fire authority from the inception of the scheme through to completion and ensure the project team and all other planning staff are fully acquainted with the fire safety strategy for the design in terms of operation (staff responsibilities, etc.) equipment provision, and building and engineering layouts. (HBN, para. 1.44)

SMOKING

It is for individual Health Authorities to make rules about smoking in health buildings under their control and management - see HC(77)3, dated March 1977 (WHC(77)5 dated March 1977 in Wales), but the general approach should be not to allow smoking except in specially-designated areas. It is considered that smoking should not be allowed where changing takes place or where uniforms are stored. 'No smoking' areas should be clearly indicated. Where smoking may be allowed - in perhaps the entrance space - receptacles must be provided for the disposal of used smoking materials and there should be adequate ventilation. (HBN, para. 2.13)

Earlier decision	Ref	5.11 COMMUNICATIONS & OTHER ENGINEERING SERVICES
10A 15A,B 16A	A	An internal and external telephone will be located in: (a) changing room supervisor's office [ ] (b) uniform measuring and fitting/sewing room [ ] (c) storeroom (d)
	B	An internal telephone will be located in: (a) female changing area [ ] (b) male changing area [ ] (c) entrance to changing areas [ ] (d)
	C	Fire alarms, smoke doors, and fire fighting equipment will be provided: (a) in accordance with the Whole Hospital Fire Policy [ ] (b) in accordance with decisions made by the Architect, Engineer and local fire authority officer [ ] (c)

5.11 COMMUNICATIONS & OTHER ENGINEERING SERVICES (contd.)

INTERNAL ENVIRONMENT

The main priorities are adequate heating and ventilation to counteract the humidity and odours produced by wet and damp clothing and shoes. Natural ventilation and lighting can make a major contribution to energy conservation. Natural ventilation is usually caused by the effect of wind pressure. It can also occur to a lesser extent if there is a temperature difference between inside and outside the building and this particular pattern frequently predominates when the wind speed is low. Ventilation induced by wind pressure can promote high air change rates through cross-ventilation if air is able to migrate freely within the space from the windward to the leeward side of the building. Quite often, internal partitions, fire compartment walls and closed doorways, etc. can impede the flow path and when this happens the process will be restricted to single-sided ventilation. However, even with this degree of obstruction, adequate ventilation can still be obtained without necessitating large window openings. Some types of windows, e.g. vertical sliding, can enhance single-sided air exchange by temperature difference and these will improve the overall rate of natural ventilation in protected or sheltered areas where the effect of wind is likely to be minimal.
Guidance on the subject of ventilation is given in BS 5925 - a code of practice for design of buildings. (HBN, para. 2.10)

DEEP PLANNING SOLUTIONS MAY CONTRIBUTE TO ECONOMY IN SPACE UTILISATION BUT THE ADDITIONAL ARTIFICIAL LIGHTING AND MECHANICAL VENTILATION REQUIREMENTS WILL ADD TO BOTH CAPITAL AND RUNNING COSTS. (HBN, para. 2.11)

Windows should be provided whenever possible for the benefit of staff who work within the centralised accommodation. (HBN, para. 2.11)
Finishes and fittings should be economical to maintain and capable of resisting the effects of heavy wear, possible vandalism and frequent cleaning. In the selection of floor coverings, ease of cleaning and the need to minimise the transfer of dirt and dust from outside should be considered and reference should be made to the Report of the Floor Covering Study Group issued to Health Authorities with HN(78)32 (WHN(78)92 in Wales). (HBN, para. 2.12)

Earlier decision | Ref

5.11 COMMUNICATIONS & OTHER ENGINEERING SERVICES (contd.)

A External lighting will be required for:
(a) all entrances [ ]
(b) footpaths and signposts [ ]
(c) car parks [ ]
(d)

B Mechanical ventilation should be provided for (SPECIFY):
(a) _____
(b) _____
(c)

C Electrical switchgear will be housed:
(a) in a switchroom [ ]
(b)

D Drinking water must be available in:
(a) each washing area [ ]
(b)

6. GENERAL DESIGN REQUIREMENTS

ECONOMY

THE DESIGN OF THIS ACCOMMODATION MUST TAKE ACCOUNT OF THE NEED FOR ECONOMY IN ALL ASPECTS INCLUDING SPACE PROVISION, THE GOOD FUNCTIONAL RELATIONSHIPS OF THE STAFF CHANGING FACILITIES AND THE REST OF THE HOSPITAL, STAFF UTILISATION, ENERGY CONSUMPTION AND MAINTENANCE. WHILST THE OVERALL CAPITAL EXPENDITURE MUST BE KEPT IN MIND, IT IS EQUALLY IMPORTANT TO ENSURE THAT ALL COST CONSEQUENCES OF PROJECT DECISIONS ARE FULLY CONSIDERED. A BOOKLET ENTITLED 'NOTE ON THE RELATIONSHIP BETWEEN PLANNING HEALTH BUILDINGS AND THE COST OF RUNNING THEM', ISSUED IN SEPTEMBER 1980 WITH HN(80)29, (WHN(80)36 IN WALES) SHOULD BE OF INTEREST TO DESIGN TEAMS.

THE AMOUNT OF SPACE FOR A SERVICE OR GROUP OF SERVICES SHOULD BE NO MORE THAN IS CURRENTLY NEEDED. PLANNING SHOULD ENSURE THAT SPACES PROVIDED ARE NOT DUPLICATED AND THAT THEY ARE USED AS INTENSIVELY AS POSSIBLE. CORRECT WORKING RELAT- IONSHIPS WILL HELP TO FACILITATE ECONOMY. (HBN, para. 2.2)

Earlier decision | Ref

6. GENERAL DESIGN REQUIREMENTS

A Activity spaces that may be used for more than one function or purpose are:
(a) storeroom [ ]
(b) changing room supervisor's office [ ]
(c)

B Activity spaces that may be shared between the female and male changing areas if conveniently placed are:
(a) uniform issue [ ]
(b) uniform disposal [ ]
(c) uniform measuring/sewing room [ ]
(d) wheelchair W.C. [ ]
(e) cleaning [ ]
(f) disposal [ ]
(g) equipment [ ]
(h) engineering/plant [ ]
(i)

C Special precautions against vandalism will be required for:
(a) large windows [ ]
(b) plain external wall surfaces [ ]
(c) plain internal wall surfaces of changing areas [ ]
(d) plain internal wall surfaces of WCs [ ]
(e) plain internal wall surfaces of corridors [ ]
(f)

D Facilities provided for disabled staff should include:
(a) ramps where changes of level are unavoidable [ ]
(b) corridors suitable for the easy passage of wheelchairs [ ]
(c) suitable doors [ ]
(d) vision panels in doors in circulation areas [ ]
(e)

E The following internal design features should be provided:
(a) windows of suitable sill height and safety features [ ]
(b) windows suitably glazed to afford privacy to all changing areas [ ]
(c) windows suitably glazed to minimise heat loss [ ]
(d) roof spaces suitably insulated [ ]
(e) external cavity walls suitably insulated [ ]
(f) suitable floor coverings [ ]
(g) suitable curtains and fittings [ ]
(h) suitable sanitary fittings [ ]
(i) suitable shower and wash basin fittings [ ]
(j)

Part 2

This part of the document should be used when all the decisions in Part 1 have been completed, to select and record suitable activity spaces for the project. Whilst an activity space can be equated with a room, it may also be an unenclosed space such as a bay or corridor.

It is recommended that a sub-group of the planning team should select the activity spaces and related data sheets outside the main meeting so that sufficient time is available to thoroughly check the implication of planning decisions taken in Part 1.

COMPLETING PART 2

The activity spaces likely to be required have been divided into suitable groups of accommodation (e.g. SANITARY FACILITIES). References are provided in the "Earlier decision" column to decisions in Part 1 which may have an effect on the activity space chosen. Activity spaces are selected using the existing bank of D.H.S.S. activity data sheets ("A" sheets), which may require modification to suit particular projects, or new "A" sheets may be generated.

The reference letter and number of "A" sheets, from which a choice may be made, has been included (e.g. Disposal - Y0603). The number of activity spaces required should be entered in the "No." column. The "locational relationship" column should be used to state any important locational relationships within the department, either by ticking those already entered or adding new statements.

When all activity spaces have been chosen for each group, the whole of Part 2 should be reviewed, in its entirety, to enable the planning team to rationalise any over-provision or reconsider areas that may be shared, e.g. sharing of facilities between sections or sub-departments.

The schedule of activity spaces and data sheets may be typed directly from the completed Part 2, including any guidance the team may decide to include to assist designers.

ACCOMMODATION FOR STAFF CHANGING AND STORAGE OF UNIFORMS

Part 2

SCHEDULE OF ACTIVITY SPACES

The accommodation to be provided is scheduled in the following groups of accommodation:

ENTRANCE/RECEPTION/WAITING	24
STAFF CHANGING FACILITIES	25
STAFF SANITARY FACILITIES	26
UNIFORM STORAGE	27
OTHER STORAGE AND UTILITY AREAS	28

Planning unit/dept	Page	Design Briefing System	Decisions
CHG	24	STAFF CHANGING ACCOMMODATION	

Earlier decision	Ref	Activity Space	No.	A sheet	Locational relationship	✓
8A	A	ENTRANCE/RECEPTION/WAITING (including wet clothing and luggage storage area)		V0609 V0612	Leading to changing and uniform storage Peripheral location desirable	

Planning unit/dept	Page	Design Briefing System	Decisions
CHG	25	STAFF CHANGING ACCOMMODATION	

Earlier decision	Ref	Activity Space	No.	A sheet	Locational relationship
4C 8C 9A 10A,D	A	CHANGING ROOM - FEMALE (MANUAL/SEMI-AUTOMATED SYSTEM)		V0610	
4C 8C 9A 10A,B	B	CHANGING ROOM - MALE (MANUAL/SEMI-AUTOMATED SYSTEM)		V0611	
4C 8C 9A 10D	C	LOCKER ROOM - FEMALE (AUTOMATED SYSTEM)		V0613	
	D	LOCKER ROOM - MALE (AUTOMATED SYSTEM)		V0615 V0616	

Planning unit/dept	Page	Design Briefing System	Decisions
CHG	26	STAFF CHANGING ACCOMMODATION	

Earlier decision	Ref	Activity Space	No.	A sheet	Locational relationship	✓
13A,C	A	FEMALE - SANITARY FACILITIES		V0117	Adjacent to female changing area	
13A,D	B	MALE - SANITARY FACILITIES		V0118	Adjacent to male changing area	

Decisions

Earlier decision	Ref	Activity Space	No.	A sheet	Locational relationship
10A,B,D 11D	A	UNIFORM STORE (N.B. including supervisor)		W1003	
9A 10D	B	UNIFORM HOLDING (300-600 staff) Automatic system (N.B. including supervisor)		W1004	
9A 10D	C	UNIFORM HOLDING (900-1200 staff) Automatic system (N.B. including supervisor)		W1005	

Planning unit/dept	Page	Design Briefing System
CHG	28	STAFF CHANGING ACCOMMODATION

Decisions

Earlier decision	Ref	Activity Space	No.	A sheet	Locational relationship
14A	A	DIRTY UNIFORM COLLECTION AREA			This is not a separate activity space but should be adjacent to the uniform storage or at the exit to changing areas
14F	B	CLEANERS' ROOM		Y1501	
20C	C	SWITCHROOM		K0101	
10A 12A,B	D	UNIFORM FITTING/SEWING ROOM		V0508	

Appendix

Planning unit/dept	Page	Design Briefing System	Decisions
CHG	10	STAFF CHANGING ACCOMMODATION	

Earlier decision	Ref	5.3 UNIFORM STORAGE AND ISSUE
	A	A storeroom will be required to hold bulk deliveries of uniforms/protective clothing and general storage. This storeroom will provide: (a) access for bulk delivery/collection of uniforms/ protective clothing [✓] (b) access to users near the entrance to changing accommodation [ ] (c) shelves [ ] (d) racks [ ] (e) hanging rails [✓] (f) parking for hanging trolleys [✓] (g) storage for caps and other uniform accessories [✓] (h) materials for clothing repair and alteration [✓] (i) storage for disposable items [✓] (j) cleaning materials [ ] (k) space for central changing room staff [✓] (l) counter or issue point for uniforms/protective clothing [ ] (m)
		MANUAL SYSTEM
9A	B	Uniforms/protective clothing will be delivered directly to the storeroom: (a) on hangers in mobile trolleys [ ] (b) in folded packs [ ] (c) in containers [ ] (d)
	C	Uniforms/protective clothing will be issued to staff from the storeroom by central changing room staff: (a) in small quantities for storage in individual lockers [ ] (b) on a one-for-one basis [ ] (c)
		AUTOMATIC SYSTEM
8C 9A	D	Uniforms/protective clothing will be delivered directly to the storeroom for sorting and temporary storage: (a) in folded packs [ ] (b) on hangers in mobile trolleys [✓] (c) in containers [ ] (d)
	E	Uniforms/protective clothing will be issued into the automatic dispensers by central changing room staff: (a) on a daily top-up basis [✓] (b)
	F	Caps will be made available: (a) on a supervised self-service basis [✓] (b)

Planning unit/dept	Page	Design Briefing System	Decisions
CHG	11	STAFF CHANGING ACCOMMODATION	

Earlier decision	Ref	5.4 UNIFORM CLEANING/LAUNDRY
	A	The district central supply store is: (a) on site [ ] (b) off site [✓] (c)
	B	The hospital laundry is: (a) on site [ ] (b) off site [✓] (c)
	C	The linen turn-round time is 3 days
10B,D	D	Uniforms/protective clothing will be sorted: (a) in the laundry [✓] (b) in the central changing room [ ] (c)
10B,D	E	After sorting uniforms/protective clothing will be transported to the uniform issue area: (a) in folded packs [ ] (b) on hangers in mobile trolleys [✓] (c) in containers [ ] (d)

EXAMPLES OF WAYS IN WHICH A SECTION OF A BRIEF COULD BE TYPED FROM THE OPTIONS PAGE ABOVE

Options selected - typed directly from DBS page: 10 + 11

5.3 UNIFORM STORAGE AND ISSUE

A. A storeroom will be required to hold bulk deliveries of uniforms/protective clothing and general storage. This storeroom will provide:
(a) access for bulk delivery/collection of uniforms/protective clothing;
(e) hanging rails;
(f) parking for hanging trolleys;
(g) storage for caps and other uniform accessories;
(h) materials for clothing repair and alteration;
(i) storage for disposable items;
(k) space for central changing room staff.

AUTOMATIC SYSTEM

D. Uniforms/protective clothing will be delivered directly to the storeroom for sorting and temporary storage:
(b) on hangers in mobile trolleys.

E. Uniforms/protective clothing will be issued into the automatic dispensers by central changing room staff:
(a) on a daily top-up basis.

F. Caps will be made available:
(a) on a supervised self-service basis.

5.4 UNIFORM CLEANING/LAUNDRY

A. The district central supply store is:
(b) off-site.

B. The hospital laundry is:
(b) off-site.

C. The linen turn-round time is 3 days.

D. Uniforms/protective clothing will be sorted:
(a) in the laundry.

E. After sorting uniforms/protective clothing will be transported to the uniform issue area:
(b) on hangers in mobile trolleys.

Options selected - in narrative form:

5.3 UNIFORM STORAGE AND ISSUE

A storeroom will be required to hold bulk deliveries of uniforms/protective clothing and general storage. This storeroom will provide: 10A
- access to users near the entrance to changing accommodation;
- hanging rails and parking for hanging trolleys, storage for caps and other uniform accessories, materials for clothing repair and alteration, storage for disposable items and cleaning materials, and space for changing room staff.

Uniforms/protective clothing will be delivered directly to the storeroom for sorting and temporary storage on hangers in mobile trolleys. 10D

Uniforms/protective clothing will be issued into the automatic dispensers by changing room staff on a daily basis. 10E Caps will be made available on a supervised self-service basis. 10F

5.4 UNIFORM CLEANING/LAUNDRY

The district central supply store and the laundry are both off-site. 11A 11B

The linen turn-round time is 3 days. 11C

Uniforms/protective clothing will be sorted in the laundry and after sorting will be transported to the uniform issue area on hangers in mobile trolleys. 11D 11E

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